

BUSINESS BUDGET

SUMMARY	ACTUAL	BUDGETED	OVER BUDGET	UNDER BUDGET		
Total income						
Total expenses						
Income less expenses:						
INCOME DETAILS	ACTUAL	BUDGETED	OVER BUDGET	UNDER BUDGET	NOTES	
Sales						
Interest earned						
Fees						
Commissions						
Rent						
Other						
Total income:						
EXPENSE DETAILS	ACTUAL	BUDGETED	OVER BUDGET	UNDER BUDGET	NOTES	
SELLING						
Salaries and wages						
Commissions						
Advertising						
Delivery						
Shipping						
Travel						
Other						
Total sales expenses:						
Percent of total:						
ADMINISTRATIVE						
Salaries and wages						
Employee benefits						
Payroll taxes						
Insurance						
Loans						
Office supplies						
Travel & entertainment						
Postage						
Furnishings						
Contributions						
Dues						
Other						
Total admin. expenses:						
Percent of total:						
SERVICE & EQUIPMENT						
Accounting						
Legal						
Utilities						
Telephone						
Equipment purchases						
Rent & maintenance						
Other						
Total S&E expenses:						
Percent of total:						